

**City of Anniston
Revolving Loan Fund
Application**

NAME OF INDIVIDUAL, CORPORATION OR BUSINESS APPLYING FOR THE LOAN

AMOUNT OF REQUEST: _____ LOAN DURATION REQUESTED: _____

INDIVIDUAL (S) INVOLVED IN THE BUSINESS OWNERSHIP, CORPORATION, OR PARTNERSHIP

1. First Name _____ Middle Name _____ Last Name _____

Date of Birth Month _____ Day _____ Year _____ Social Security # _____ - ____ - _____

Home Address _____ City _____ Zip _____

Home Phone # _____ Do you ____ Rent or ____ own home

How many years have you lived at this address? _____ (We will assume the first person listed is our primary contact person.)

2. First Name _____ Middle Name _____ Last Name _____

Date of Birth Month _____ Day _____ Year _____ Social Security # _____ - ____ - _____

Home Address _____ City _____ Zip _____

Home Phone # _____ Do you ____ Rent or ____ own home

How many years have you lived at this address? _____

3. First Name _____ Middle Name _____ Last Name _____

Date of Birth Month _____ Day _____ Year _____ Social Security # _____ - ____ - _____

Home Address _____ City _____ Zip _____

Home Phone # _____ Do you ____ Rent or ____ own home

How many years have you lived at this address? _____

4. First Name _____ Middle Name _____ Last Name _____

Date of Birth Month _____ Day _____ Year _____ Social Security # _____ - ____ - _____

Home Address _____ City _____ Zip _____

Home Phone # _____ Do you ____ Rent or ____ own home

How many years have you lived at this address? _____

EXISTING BUSINESS

Location of Business _____

Mailing Address of Business if different from above _____

Business Phone # _____ Fax # _____ E mail _____

Do you _____ lease or _____ own building? Monthly payment _____

How many years have you been in the existing business? _____. How many years at the current location _____.

NEW BUSINESS

Proposed location of business _____

Mailing address of business if different _____

Business Phone # _____ Fax # _____ E mail _____

Will you be ___ leasing or ___ purchasing your building?

Monthly lease or mortgage payment _____ Have you ever been in business before? _____

If so, please provide the name of the business, the number of years in business and the reason(s) that you are no longer in that business in the space provided below:

CORPORATION, PARTNERSHIP, L.L.C. OR OTHER BUSINESS ORGANIZATION

Please provide a copy of the articles of organization.

The following information is required for each of your stockholders, partners, officers, directors or members:

- First name, middle initial, and last name, date of birth, SS#, and address.
- List any other businesses, corporations, associations, partnerships, or business organizations in which they have been actively involved during the past five (5) years.
- A personal financial statement and a copy of the personal federal income tax returns for the **past two (2) years**.
Note: If the corporation, partnerships, LLC or other business organization can provide a financial statement for the business for the **past three (3) years**, this will satisfy the above stated requirement.
- Any shareholders, members, directors or officers who propose to personally guarantee the loan will provide an appropriate release authorizing the Revolving Loan Fund Board or Administrator to obtain credit-reporting information and to communicate with any lending institution, as required, in order to evaluate the loan application.

MUST BE COMPLETED BY ALL BUSINESS APPLICANTS

Please answer all questions that are applicable.

This loan/project will ensure:

The retention of _____ employees.

Hiring of _____ employees.

This loan shall help provide capital to renovate the commercial property. _____ yes _____ no

If yes, please provide a brief description of the proposed renovations and the estimated cost breakdown of the proposed renovations.

This loan will help provide the following to the City of Anniston:

Estimated Gross Sales _____ City Sales Tax _____

City Use Taxes _____ Business Licenses Fee _____

Ad Valorem Property Taxes _____

The following collateral will be provided as security for the proposed loan:

PROPERTY

_____ Residential _____ Commercial _____ Land

Address _____

Amount Owed _____

Mortgage held by _____

Second mortgage held by _____

Last appraised value _____ Date of appraisal _____

VEHICLES (car, truck, RV)

Make _____ Year _____ Mileage _____

Amount owed _____ Lien Holder _____

Estimated value _____

EQUIPMENT

Please list all equipment with the original purchase price and lien holder, as applicable.

BUSINESS PLAN

A comprehensive business plan **must be provided** as part of the application. The plan **must** contain but it is not limited to the following information:

- Projected annual income/revenues
- Projected annual capital costs/operating expenses

- A statement indicating the amount of capital being immediately invested by the applicant.
- A statement shall be contained as to whether additional financing shall be sought as a part of the business plan, including the amount and proposed payment terms thereof.

ADDITIONAL REQUIREMENTS

- A written statement detailing collateral to be offered by the applicant(s) as security for proposed loan.
- A statement of personal guarantees from each applicant, partner, director, member, etc. All loans will be required to be secured through real estate mortgages, security interests in tangible assets and personal guarantees of the principal parties involved in the business enterprise.
- Written disclosure, and supporting legal documents shall be supplied, of all security interest presently existing or anticipated in the security or the collateral proposed, the existing secured or proposed debt thereon, and the estimated value of the collateral.
- A statement of required insurance coverage, documentation will be required before closing.
- Notarized Authorization Statement from each applicant, partner, director, member, etc.
- A cover letter outlining a summation of your request.
- Include in your cover letter an explanation of how this loan will bring new commerce to the City of Anniston or how it will expand commerce or trade, how it will create new jobs and/or how it will beautify or preserve an existing structure.

PLEASE NOTE

- This form is intended to assist you in developing an application package.
- The attached policy passed by the Anniston City Council is the absolute guideline for the minimum requirements expected of the applicant and the Revolving Loan Committee. Please review the Policy carefully before completing the application process.
- No application will be forwarded to the Revolving Loan Committee until the City Finance Director or his designee has reviewed a complete application package.
- Expect the process to take at least six to eight weeks.
- Assistance for developing a business plan may be available through Jacksonville State University's Small Business Development Center at 782-5271. or,
- Assistance may be available through S.C.O.R.E. For more information contact the Calhoun County Chamber of Commerce at 237-3536.
- If you have any questions please contact the Finance Director, George K. Vick at 231-7703 or his Administrative Assistant Renee Baker at 231-7704.

AUTHORIZATION STATEMENT

The undersigned hereby certifies that the statements made within this application are true and correct and are given for the purpose of obtaining a Revolving Loan from the City of Anniston. The Revolving Loan Fund Board, the Loan Fund Administrator, or its agent or agents are hereby authorized to obtain a credit report, review applicable City of Anniston tax and business license records, and such other information as necessary to verify the statements contained herein.

The undersigned further certifies that they have read and understand the, "*Policy Statement of the Nature, Use, Goals and Procedures of the City of Anniston Revolving Loan Fund Program*".

Notarized:

Dated this _____ day of _____, 2003.

SWORN TO AND SUBSCRIBED BEFORE ME

ON THIS _____ DAY OF _____, 2003,
WITNESS MY HAND AND OFFICIAL SEAL OF OFFICE.

PROFESSIONAL SUPPORT CONTACT LIST

Primary Bank or Savings & Loan

Name of Institution: _____

Contact Person: _____

Phone: _____

Secondary Bank or Savings & Loan

Name of Institution: _____

Contact Person: _____

Phone: _____

Accounting or Bookkeeping

Name of Firm: _____

Contact Person: _____

Phone: _____

Legal Services

Name of Firm: _____

Contact Person: _____

Phone: _____

Property (only if you are leasing or purchasing new property)

Address: _____

Name of Lesser or Owner of Property: _____

Phone: _____